APTLICATION FOR RECORDS RETENTION SCHÉDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

Office of Management Information Systems 6/17/82 618 Ponce De Leon Ave. N.E. Polication Number Atlanta Ca. 30365 Data Received Date Completed	DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		AND HISTORY
Atlanta, Ga. 30365 Secretary Atlanta, Ga. 30365 Decision of the puty Director Telephone Number Te	pplication Date	Office of Management Information Systems		
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Deputy Director Joann Hudson Administrative Clerk 894-4246 Action Requested a. Direction present accumulation; no further accumulation enticipated. b. Change of present accumulation; no further accumulation enticipated. c. Charmon Application No. Check One: Change: Supercade: Void Darse of Series Continuing Office of Management Information Systems Director's Subject File Devalue and Office Function What it he function of the Division and the Office in which this record series is created? The Division of Pamily and Children Services, through the leadership of the Director, is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of HER concerning the status of the State Social Service Plan and for clearing policy questions; and for working with other DIR Offices and Divisions to resolve problems affecting the operation of the Division of Family and Children Services. The Office of Management Information Systems is responsible for facilitating the Division state, district, and county operations by developing and updating automated statewide systems, managing and maintaining those systems processes, and by providing analytical and statistical reports to support program planning, program management, financial forecasting, and the budgetary process. Records Series Description The file contains the following documents linduce form numbers and titles, if any): Attach samples of the file. Documents relating to: administering and coordinating the functions of the Office of Management Information Systems. Included are: policies and procedures for Public Assistance System (PAS); directives to county Department of Family and Children Services (DFCS) Offices; quarterly and annual status reports benefits payments analytical and statistical data submitted to U.S. Health and Human Services Office to qualify for Federal Financial Participation in AFDC, WIN, and Child Welfare; DFCS Administrative Staff men		Working Title	<u> </u>	<u> </u>
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#7 Included Are:

DFCS-requests for data processing services; DFCS system analysis information; PAS/Bendex system interface information and materials; PAS-AFDC/MAO screening interagency correspondence; Georgia Child Welfare Information System (GCWIS) contracts for training materials, data entry operator training schedules, implementation of system schedules, progress reports; and related correspondence.